



RESIDENTIAL SOLAR PANEL SUBMITTAL CHECKLIST

PLANS

- Site Plan – drawn to scale, with site address, design wind speed, and exposure
- If located on roof, then Roof Plan
- If freestanding solar structure, then Structural Plan
- If net metering, then Production Meter must be shown on the one-line drawing

DOCUMENTS

- Signed Application Form
- Manufacturer's installation instructions for 97 mph = V wind speed or engineering ([Design Loads](#))
- Product Specifications
 - Photovoltaic panels and modules shall be listed and labeled in accordance with UL 1703
 - Inverters shall be listed and labeled in accordance with UL 1741
 - Systems connected to the utility grid shall use inverters listed for utility interaction
- Engineering required if total dead load of modules, supports, mountings, raceways, and all other appurtenances weigh more than 4 pounds per square foot.
- Signed [OTC Building Permit Checklist for Residential Solar Photovoltaic Systems Form](#)
 - Enter total dead load of system (lbs/ft²) (must be $\leq 4^2$ lb/ft)
- Signed [OTC Electrical Permit Checklist for Residential Solar Photovoltaic Systems Form](#)

TIPS FOR SUCCESSFUL SUBMITTAL

- Follow [file naming standards](#)
- Follow prescribed format
 - Leave a blank area on the plans (usually in the upper right corner) for the [approval stamp](#).